

LINWOOD SCHOOL

**25 Linwood Place
North Brunswick, NJ 08902
732-289-3600
Fax 732-247-7033
Nurse 732-289-3604**

STUDENT AND PARENT HANDBOOK 2021-2022



Dear Linwood School Families,

I am excited to welcome you to Linwood School. Our staff has been carefully selected to skillfully guide the academic, social, and emotional growth of your child. My staff and I are committed to helping students have a wonderful learning and social experience. We encourage parents to participate in all aspects of school life. Please feel free to contact our guidance counselors, teachers, and school administration to assist you in meeting the individual needs of your child.

As you read this handbook, please discuss the contents of it with your child. All students are expected to know and follow the rules and regulations described within this manual. By clearly understanding these expectations, Linwood School students stand prepared to make choices that will create a safe and conducive atmosphere for their learning.

Our goal is to provide the best educational experience to foster the success of each student as they prepare to lead responsible and productive lives. Thank you for your support and we look forward to working together to ensure the success of all of our students.

Sincerely,

JD Shorter

Mr. J.D. Shorter

Principal

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NBTS Mask Guidance/Protocols for refusal

NBTS Students will be required to wear their mask:

- On the bus to & from school
- Entering & leaving the school
- In the classroom
- During any physical movement
- Considerations will be made per grade level for instructional purposes.
- Face-covering breaks will be provided during breakfast, lunch, outdoor activities, & in cases of extreme heat.
- Considerations will be made when needed in accordance with: IEP, 504, IHP (Individual Health Plan)

Students who refuse to follow the above guidance

- Principal reserves the right to assign discipline for those students not in mask compliance.
- *** Please note that students will not be permitted into classrooms or the building without properly wearing a mask. Refusal to comply may result in further action regardless of how many violations have taken place including the requirement of the student to be sent home****
 - 1st Offense - Conference with Guidance Counselor and/or Administration and Parent Contact
 - 2nd Offense - Lunch Detention with Parent Contact
 - 3rd Offense - 2 Lunch Detentions with Student/ Parent Conference
 - 4th Offense – Suspension
- Any infractions beyond a 4th offense may result in further suspension with progressive disciplinary actions.

CALENDARS & SCHEDULES

2021-2022 School Year

August

Aug. 30 & 31 Staff Orientation

September

Sept. 1 School Opens
Sept. 6 Labor Day
Sept. 7 Rosh Hashana
Sept. 16 Yom Kippur
Sept. 28 Early Dismissal. Open House

October

Oct. 7 Early Dismissal
Oct. 20-22 Early Dismissal-P/T Conf.

November

Nov. 1 Staff Only PD/Flex Day
Nov. 2 Election Day
Nov. 3 Staff Only PD/Flex Day
Nov. 4 & 5 Teacher's Convention
Nov. 24 Early Dismissal
Nov. 25 & 26 Thanksgiving Recess

December

Dec. 2 Early Dismissal
Dec. 23 Early Dismissal
Dec. 24 & 25 Winter Recess

January

Jan 17 MLK Jr. Day

February

Feb. 3 Early Dismissal
Feb. 18 Early Dismissal
Feb. 21 President's Day

March

Mar. 3 Early Dismissal
Mar. 17 & 18 Early Dismissal- P/T Conf.

April

April 14 Early Dismissal
April 15-22 Spring Recess

May

May 5 Early Dismissal
May 27 Early Dismissal
May 30 Memorial Day

June

June 17 Last Day- Students/ Staff
June 16 High School Graduation

BELL SCHEDULE

Regular Day Schedule

Grade 6			Grade 5		
R&R 30min	8:30	9:00	HR/A1/42	8:30	9:12
1/72	9:04	10:16	A2/40	9:16	9:56
2/42	10:20	11:02	B1/40	10:00	10:40
3/72	11:06	12:18	B2/40	10:44	11:24
Lunch/30	12:22	12:52	Lunch/Recess 25/20	11:28	12:13
4/42	12:56	1:38	C1/40	12:17	12:57
5/42	1:42	2:24	C2/40	1:01	1:41
6/42	2:28	3:10	D1/40	1:45	2:25
Dismissal			D2/40	2:30	3:10

Delayed Opening

Delayed Opening Schedule					
Grade 6			Grade 5		
R&R 24 min	10:30	10:54	HR/D2/3+25	10:30	10:58
1/33	10:58	11:31	D1/25	11:02	11:27
2/33	11:35	12:08	C2/25	11:31	11:56
3/33	12:12	12:45	C1/25	12:00	12:25
4/33	12:49	1:22	Lunch/Recess 25/20	12:29	1:14
Lunch/30	1:26	1:56	B2/25	1:18	1:43
5/33	2:00	2:33	B1/25	1:47	2:12
6/33	2:37	3:10	A2/25	2:16	2:41
Dismissal			A1/25	2:45	3:10

Early Closing

Early Closing Schedule					
Grade 6			Grade 5		
R&R 24 min	8:30	8:54	HR/D2/3+25	8:30	8:58
1/33	8:58	9:31	D1/25	9:02	9:27
2/33	9:35	10:08	C2/25	9:31	9:56
3/33	10:12	10:45	C1/25	10:00	10:25
4/33	10:49	11:22	Lunch/Recess 25/20	10:29	11:14
Lunch/30	11:26	11:56	B2/25	11:18	11:43
5/33	12:00	12:33	B1/25	11:47	12:12
6/33	12:37	1:10	A2/25	12:16	12:41
Dismissal			A1/25	12:45	1:10

SCHOOL CLOSING/DELAYED OPENINGS

The school district has implemented a notification/communication system to inform the families of students of important information like school closings due to snow and updates when there are emergencies in our schools. Families of North Brunswick Public School students are automatically registered for this service that uses the home and cell phone numbers that families have provided to the school district as contact phone numbers to make the notifications. Whenever school is closed (or there is a delayed opening or early closing due to inclement weather) or there is a school emergency, the families of students will automatically be contacted using the contact information families provide. If you do not receive these messages, please contact the Board of Education offices at (732) 289-3000.

The North Township School District has developed a Crisis Response Plan that is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your children in the event of a crisis. In most emergencies, your children will remain and be cared for at the school they attend. In the rare event of an emergency that prohibits reentry to a school building (such as broken gas or water main, a fire, or a toxic spill), elementary and middle students will be transported via school transportation/or walk to the nearest and most appropriate location. High School students will be dismissed to return home for the day.

We ask that you follow this procedure if you hear of any school emergency:

Turn on your radio or television. We will keep the media informed of any emergency.

Radio Stations: WCTC 1450 AM WMGQ 98.3 FM

Television Stations: WABC-TV Channel 7

News12 NJ Channel 12

Automated Phone Calls

Email Alerts www.fios1new.com

North Brunswick Community TV Channel 15

Please do not telephone the school. We have limited phone lines. These **MUST** be used to respond to an emergency.

Please do not come to the school unless you are requested to pick up your child. Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media.

Access school closing information at (732) 289-3000, press 1 when recording is heard. The latest information will be posted to this phone location.

Check district website: www.nbtschools.org

TRIMESTER GRADING DATES

<i>Trimester</i>	<i>Beginning of Trimester</i>	<i>End of Trimester</i>
First Trimester	September 1, 2021	December 8, 2021
Second Trimester	December 9, 2021	March 14, 2022
Third Trimester	March 15, 2022	June 15, 2022

*All dates are subject to change.

+Tentative, based on snow days.

REPORT CARDS/INTERIM COMMUNICATION/PARENT TEACHER CONFERENCES

Interim Communication reports are issued once per trimester according to the following schedule:

<i>Trimester</i>	<i>Type of Contact</i>	<i>Date</i>	<i>Who Receives</i>
<i>1st</i>	<i>Open House</i>	<i>9/28</i>	<i>All Parents/Guardians invited</i>
<i>1st</i>	<i>Fall Parent Teacher Conferences</i>	<i>10/20-22</i>	<i>All Parents/Guardians invited</i>
<i>1st</i>	<i>Interims</i>	<i>10/15</i>	<i>All Parents/Guardians</i>
<i>1st</i>	<i>Report Card Available on Parent Portal</i>	<i>12/17</i>	<i>All Parents/Guardians</i>
<i>2nd</i>	<i>Interims</i>	<i>1/28</i>	<i>All Parents/Guardians</i>
<i>2nd</i>	<i>Report Card Available on Parent Portal</i>	<i>3/21</i>	<i>All Parents/Guardians</i>
<i>3rd</i>	<i>Spring Parent Teacher Conferences</i>	<i>3/17-18</i>	<i>All Parents/Guardians invited</i>
<i>3rd</i>	<i>Interims</i>	<i>5/2</i>	<i>All Parents/Guardians</i>

<i>3rd</i>	<i>Report Card Available on Parent Portal</i>	<i>6/15</i>	<i>All Parents/Guardians</i>
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Parents are encouraged not to wait for interim progress reports or report cards to make contact with their student's teachers. Questions and problems should be acted upon immediately. Interim progress reports will be available on Parent Portal in the middle of each trimester.

Parents/Guardians must make appointments for Parent/Teacher Conferences (Fall and Spring) using PTCFast.com that is accessible from Linwood's Website: <https://ptcfast.com/schoolsLinwoodSchoolNBTS>. This link will be available on the website approximately ten days before conferences. Individual conferences will be five minutes with each respective teacher.

BUILDING PROTOCOLS

ADMISSION TO THE BUILDING

Please note that our first priority is always to ensure a safe environment for our students and staff. Therefore, all visitors/volunteers must use the front entrance and report to the security desk. Everyone entering our building will be required to show picture identification and sign in. Visitors should obtain a visitor's pass, which must be worn at all times in the building.

If your child forgets his/her lunch, please drop it off at the front entrance security desk with the child's name and grade written on it and we will ensure that it is properly delivered.

Parents are not allowed to disturb teachers and students by going directly into classrooms unless a visit has been pre-arranged with the teacher and house center administrator.

ARRIVAL TO SCHOOL

In the interest of safety, students should not arrive at school before 8:15 am. Students are not allowed in the building until 8:20 am as there is no adult supervision before that time.

Students arriving by car should be dropped off in the parking lot across from the school near the crossing guard.

Students are allowed to enter the building at 8:20 am and should report directly to their lockers and homeroom. At 8:30 am all students are expected to be in their homerooms. A teacher must be present in the classroom before a student may enter. Students will line up outside the classroom until the homeroom teacher arrives to let them in. Teachers are assigned the duty of supervising students during school arrival and dismissal.

ASSEMBLIES

School assemblies will take place in the gymnasium and/or cafetorium throughout the school year. Concerts, special guests, athletic events and award presentations are among the programs scheduled. All students are expected to behave appropriately at all times, follow all school rules and display a high level of respect for such programs, performers and speakers. Failure to do so may result in consequences and/or the loss of the opportunity to attend future assemblies.

ATTENDANCE

New Jersey law requires that every student attend school regularly and to arrive on time. Regular, on-time attendance is an essential part of academic success. Parents are asked to call the Linwood School attendance hotline (732-289-3600 press 1) between 4:00 pm (the previous day) until 8:00 am on the day of the absence. The attendance hotline is available 24 hours. Please include the following in your message: student's full name, homeroom teacher's name, and reason for absence. Calling your child out from school does NOT excuse the absence.

Parental notes are required for student unexcused absences. Excused absence from school is defined as:

- Student illness with a doctor's note*
- Death in the family
- Religious holidays approved by the Board of Education
- Verified medical or dental appointments,
- Court appearances with proper documentation
- Student's suspension from school.

For unexcused absences the school will follow these guidelines:

- Up to 4 unexcused absences: make a reasonable attempt to notify parent prior to start of next school day; try to determine cause; proceed in accordance with NJSA 9:6-1 and 6A:16-11 if a potential missing or abused child situation is detected *
- 5- 17 unexcused absences: make multiple attempts to notify parent prior to start of next school day; try to determine cause; proceed in accordance with NJSA 9:6-1 and 6A:16-11 if a potential missing or abused child situation is detected; possible referral to I & RS team, CST, outside agencies, alternate placement, and/or courts*
- 18 or more unexcused absences: mandatory referral to courts; make a reasonable attempt to notify parent of referral*

*All school actions shall be in accordance with the student's I.E.P where applicable, students may be retained and not promoted to the next grade level.

A parent or guardian taking a student out of school during the normal course of instruction for vacations is considered an unexcused absence for the student pursuant to New Jersey Statutes Annotated (NJSA) 18A:38-25 through 31 and A:36-16 and New Jersey Administrative Code (NJAC) 6A: 32 and-13.1. These statutes state that students must be in school during all of the hours of all of the days that school is in session.

*Any student coming into school after 12:00 pm is considered absent and will follow school policies in accordance.

AUTOMATED ATTENDANCE CALLS

An automated attendance call may be made to a parent/guardian when their student is late to school or absent on the day of the occurrence. Excessive absences and/or tardiness will require parental contact by phone, a required parent conference, and if necessary, the assistant principal may file a truancy referral with the North Brunswick Police Department and Municipal Court.

BACKPACKS/BOOK BAGS

As a safety precaution, no backpacks/book bags are permitted during the school day. Backpacks/book bags should remain in the student's locker at all times. A small purse is permitted for use.

BICYCLES

Students are permitted to ride their bicycles to school. Bike riders must walk their bicycles on school grounds and must lock their bike in the bike rack located near the Main Office entrance with a chain lock. **The school cannot accept liability for damaged or stolen bikes.**

In accordance with New Jersey law, all students under 14 years of age are required to wear a bicycle helmet. Linwood School encourages all students, regardless of age, to wear bicycle helmets. **Skateboards, street rollers, scooters and rollerblades are NOT** permitted to be brought in school.

CARE OF SCHOOL PROPERTY/VANDALISM

Students are responsible for taking care of the books and materials issued to them. If books and materials are lost or damaged, the student must pay for the replacement or repair of the item(s). Any fines paid for lost materials will be refunded if materials are returned in good condition.

- Any student who vandalizes a desk, bulletin board or any other piece of school property must either pay for the damage or do whatever repair is necessary to refurbish what she/he has damaged.
- Students should keep the inside and outside of the building and surrounding areas as neat and clean as possible. The tidiness and appearance of the school building during the day depends on each student's cooperation in keeping locker areas in order and keeping individual desks in each classroom neat and clean.
- The lockers are school property and may be inspected at any time by the Principal or other school personnel.
- Any type of Vandalism may be reported to the Police and a formal complaint may be initiated (NJSA 18A:37-3).

CELL PHONE/PHONE WATCHES

Students are not permitted to use cellular telephones/phone watches while school is in session. **Cellular telephones/phone watches must be turned off and kept in the student's backpack in their locker while school is in session.** Cell phones are disruptive to the learning environment, often create discipline problems, and are frequently damaged, lost or stolen. Students may, after school has been concluded for the day, use their cell phones/phone watches. There is **never** a time a cell phone/watch phone is permissible in the restrooms.

- Unapproved possession or usage of a cell phone/phone watch will result in the device(s) being confiscated and turned into the house center.
- Refusal to turn over a cell phone/phone watch to a staff member will result in consequences according to school guidelines.
- For the first offense, the cell phone/phone watch will be returned to the student at the end of the day.
- For all subsequent offenses, a parent/guardian will need to come into school and pick up the device.
- Any use of cell phones/phone watches will result in consequences according to school guidelines.

DELIVERIES

Deliveries of flowers, balloons, etc. to students will not be accepted.

DISMISSAL

Students are dismissed at 3:10 pm each day, except for early closing days. Walkers must immediately exit the building and walk home. For parents/guardians picking up their students, you may meet them outside of their assigned dismissal door or you can wait in your car in the parking lot across the street near the crossing guard.

When parents are late picking up their child, they must report to the Main office entrance to sign out and pick up their child so that school administration is certain the student is leaving with parents/guardians.

Once students are dismissed, they are not to return to the building. Only students who have valid reasons for returning may do so, and they must report to the Main Office and receive clearance to re-enter the school.

DOCTOR'S NOTES

Doctor's notes will only be accepted up to one week from the date of the absence and must be written on the doctor's stationary. Letters may be sent via fax to the Main Office at 732-247-7033.

Notes should contain the following information:

- Student Name
- Homeroom Number and House Center
- Exact dates of absence
- Reason for absence

- Parent Signature
- Telephone number to reach a family number during the school/work day.

DRESS CODE

Dress is the prime responsibility of the parents and students; however, the school affirms that acceptable standards for students are predicated on neatness, cleanliness, and safety and that school dress must not disrupt the educational process.

- Footwear must be worn in all parts of the school building for safety reasons. **Slides/Flipflops** are not permitted as footwear due to safety concerns.
- Hoods, unless worn for religious reasons, are not allowed to be worn in the building during the school day due to safety concerns..
- Heavy winter coats should be placed in the locker before homeroom.
- Apparel or accessories that are lewd, ragged, or revealing or that draw attention to illegal substances, violence and/or weapons are prohibited.
- Undergarments should not be visible on any student.
- Any clothing apparel or accessory which indicates the membership in or affiliation with any group associated with criminal activity is strictly prohibited. (NJSA 18A: 11-9)

The dress code shall serve as a minimum code. The building Principal may institute school rules and regulations, which he/she deems necessary and/or appropriate.

If a student is required to wear an item normally prohibited (slides, hood, etc) a note from a parent must accompany a request for exemption due to religious reasons and/or a note from a doctor be provided if the reason is medical.

Students who are dressed inappropriately for school as deemed by a school administrator will be required to change into appropriate attire. If the student does not have something more appropriate to wear, a parent or guardian will be called to bring other clothes. If a parent or guardian cannot be reached or cannot bring in appropriate attire, the student will be sent to an administrator to determine the next steps.

DRUGS, ALCOHOL, AND TOBACCO PRODUCTS

Students are prohibited from the possession, use, sale, and/or distribution of any substance on school property, while being transported by the school or at any school sponsored activity on or off school grounds. A substance is defined as all alcoholic beverages, all controlled dangerous substances, anabolic steroids, all tobacco products, smoking and smokeless devices of any kind and any prescription or over the counter medication, except those authorized by a physician or parent. As per the medication policy, all prescription and/or over the counter medications must be given to the school nurse who will supervise their administration.

Students are also prohibited from using and/or possessing smoking and smokeless tobacco products as well as lighters, matches and vapes of all kinds on school property, on school vehicles during the regular school day or at any after school sponsored activity either on or off school property.

DUE PROCESS POLICY/CHAIN OF COMMUNICATION

All students and their families have the right to Due Process as defined by the North Brunswick Board of Education complaint policy for academic or discipline matters. If a parent/guardian or student disagrees with a decision made by a member of the Linwood School staff or administration, a conference should be scheduled with that person to discuss the concern.

- If, after meeting with the staff member, the concern has not been resolved, the parent/guardian should schedule a meeting with the staff member's immediate supervisor.
- If the concern is not resolved at the immediate supervisor level, a conference should be scheduled with the principal of Linwood School.
- In those cases where the concern is not resolved at the building level, parents/guardians may contact the Central Office administration/ Superintendent/ Board of Education.

EARLY DISMISSAL

Students wishing to leave the building during school hours are required to have a note signed by a parent or guardian to be turned in during homeroom to the Main Office. When the parent/guardian arrives the student will be called for dismissal. Students who become ill during the school day need permission from the school nurse in order to leave school. The nurse will contact parents/guardians. All students leaving early must be picked up in the Main

Office or the Nurse's office by parents/guardians and signed out. Students sent home by the nurse should remain at home for at least 24 hours. Please do not send anyone without permission to pick up your child. They must be listed as an emergency contact. All parents and guardians will be asked to show a photo ID. No student will be released to any individuals under the age of 18.

ELIGIBILITY GUIDELINES

"Eligibility" means that a student is in good standing academically and behaviorally, with a good attendance record. Students must be eligible in order to participate in all school co-curricular activities, including athletics, clubs, field trips and dances/socials. Information regarding ineligibility may also be obtained from the dean, school counselor, or activity coaches and advisors. Poor attendance in school can also make a student ineligible for activities, trips and dances/socials. Students who are on home instruction (for disciplinary reasons) or suspension (in or out) may not participate in school activities during the period of home instruction or suspension.

EMERGENCY INFORMATION

Emergency information forms are located on the North Brunswick Township Public Schools Parent Portal. It is essential that you make any updates or corrections on the parent portal including up-to-date addresses, telephone numbers, and email addresses at which responsible persons can always be reached in cases of sickness or accident. Students will not be released to an individual who is not listed on the emergency contact list. For security reasons, those individuals picking up a child will be required to present a photo ID. If there is not a working number on file or provided to school authorities, a student may be required to return to school with a parent to complete a new emergency contact sheet. Email addresses should be included as the district is utilizing both the phone and email notification system.

ENROLLMENT

New students arriving into the district must contact Central Office at 732-289-3000 or visit nbtschools.org to begin and complete the registration process.

FIELD TRIPS

A field trip is an optional activity that enhances and/or expands the educational programs by providing an experience not available in the regular classroom or not available through our school staff and/or facilities. Parents must provide written permission prior to the date of the event for the student to participate.

Students may be denied the privilege of participating in a field trip at the administration's discretion if their academics, behavior and/or attendance show a negative pattern. Parents also have the right to deny their child permission to participate in a field trip. In all of these cases, students who do not attend field trips are expected to be in school for the entire day when their class is on a trip. The teachers will develop a lesson appropriate for each student remaining behind.

FIRE DRILL/EVACUATION DRILLS/LOCK-DOWN, ETC.

A state law requires safety and security drills each month. A school security drill is an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation, that is similar in duration to a fire drill.

Students are required to follow these procedures during a fire or safety/security drill:

- Students will use room exits as indicated by the classroom teacher. Staff should review this with students.
- Students who are not in their assigned classroom should leave by the nearest exit and stay with a teacher who will report names to an administrator or move to their designated grade level assembly area.
- Students will leave rooms quickly and quietly in a single line.
- When outside of school each class should remain together under a teacher's supervision until directed to return into the building.

FLAG SALUTE

New Jersey law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, the student may abstain from these ceremonies.

HALL PASSES

Students are not permitted to be in the hall or to leave class without a pass from a staff member except during the change of classes. Being late to class or out of class for 10 minutes or more will be considered a “cut” or “misuse of pass” and will result in disciplinary consequences.

HALL CONDUCT

To ensure the safety and education for all, students are to walk quietly and safely in the hallways. Running is prohibited! Stay to the right at all times and follow teacher directions. Dangerous or inappropriate behavior in the hallways will result in consequences.

HOMEROOM

The purpose of homeroom is as follows:

- Taking attendance
- Saluting the Flag: Saying the Pledge of Allegiance- New Jersey law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, they may abstain from these ceremonies.
- Listening to announcements over the public address system.
- Listening to announcements made by the homeroom teacher.
- Distributing certain materials by the administration, guidance, and/or other approved pertinent materials.

IDENTIFICATION CARD

Students will be provided an identification card, which they are required to carry during the course of the school day. Students are required to present their photo identification card upon request of any staff member. Student identification cards are required to attend any athletic or school sponsored activities and to take books out of the media center. The photo identification card is good for the current school year and is considered invalid after June 30th. There is a \$5 charge for replacement cards.

LATENESS TO CLASS

Students are expected to report to every period class including lunch on time. Lateness to class interferes with the teacher’s instructional flow and is disruptive to other students.

Chronic tardiness is a poor work habit that does not assist students in their future educational and career pursuits. Linwood School is committed to assisting students in developing a positive work habit of promptness that will serve them in their academic success. Teachers will provide a late pass for students who are detained for any reason. Teachers will follow the protocol below regarding a student's lates to class during the school year:

1st Infraction	Teacher warning/Notify parents/guardian
2nd Infraction	Teacher warning/Notify parent/guardian
3rd Infraction	Teacher writes disciplinary referral/Notify parent/guardian School Counselor meets with student
4th Infraction	Teacher writes disciplinary referral/Notify parent/guardian Instructional Dean processes disciplinary referral

*Subsequent lates will result in the teacher writing disciplinary referrals/Notifying parent/guardian.

LOCKERS

Hall lockers will be available to all students and assigned by homeroom locations. Students will be permitted to use their lockers before school, after school and at other designated times listed on the Grade Level Locker Schedule. Students may not share lockers. For safety reasons, students are required to keep their lockers locked at all times. Students are expected to keep their lockers neat and clean at all times. There will be occasional times during the school year for all students to clean out their lockers. Any student whose locker is in need of repair must report the issue to their house center. Students should not attempt to repair their own lockers. Students will be responsible to know their combinations and are not to give the combination to other students. Locker combinations will not be given out to anyone other than the person to whom the locker is assigned. There will be a \$5.00 fee for all lost locks. The lockers belong to the school. The Administration has the right to search the locker and its contents at any time in the interests of school safety, sanitation, discipline and enforcement of the school's regulations.

LOST AND FOUND

Lost articles are to be turned in by the finder to the house centers. If the house center can't identify the owner, items will be placed in a lost and found container located in the Blue and

Lion House Centers. Parents are encouraged to label student clothing, lunchboxes, etc. to help us in identifying owners. Periodically, unclaimed items are given to charitable organizations.

MANDATORY ATTENDANCE FOR SCHOOL EVENTS

Any student who is absent or suspended during the day of any scheduled school event will not be allowed to attend the school event as a participant or spectator. During a student's suspension period that extends through a weekend and/or school vacation the student is not eligible to participate in any school activities during the day, after school, in the evening or on weekends. Please note: students on out-of-school suspension are forbidden to enter any North Brunswick Board of Education property while on suspension. This includes athletic activities, dances, plays, clubs, etc. as spectators or participants. Students who enter without authority will be charged with trespassing according to NJSA 2c:18-3.

- If a student's in-school suspension or out-of-school suspension ends on a Friday, or the day before an extended weekend or vacation, the student is eligible to participate in a school sponsored sport or activity the next calendar day.
- If a student's suspension continues or is extended beyond a 3-day break or school vacation, the student is ineligible to compete in any games, matches, or events, but may participate in "non-game day" or "non-activity day" practices only. The student may not travel, dress in uniform, sit on a bench, or otherwise be a representative of the school.
- If a student is serving out-of-school suspension, he/she may not participate in any game, event, competition, or practice regardless of the calendar.

PARENT TEACHER ORGANIZATION (PTO)

The objective of PTO is to promote the welfare of all children through a working partnership among parents, educators, students and the community at large. The PTO, in cooperation with teachers and administrators, works to provide worthwhile programs for our students.

It is also the aim of the PTO to be informed regarding educational issues within our school district, to make that information available to all our members and to work with administrators and teachers to ensure educational excellence for all children.

We encourage everyone, parents and community members alike, who are concerned about the welfare of children, to use the PTO as a vehicle for becoming involved in education. We welcome everyone to attend our PTO meetings.

You can reach the PTO at LinwoodPTO@nbtschools.org or visit the PTO tab on our website.

PARKING FOR PARENTS/GUARDIANS/VISITORS

Parents/guardians picking up their student from school may utilize the parking lot across from the school on Linwood Place. Entrance and exit arrows are to be followed to assure safe conditions. Cars parked or standing on Linwood Place between the hours of 8am and 4pm are subject to police actions. Parents/guardians meeting students after school should park in the car lot across from the bus lot near the crossing guard. For safety, students and parents should utilize the crossing guard on Linwood Place.

Under no circumstances should any vehicle enter the identified locations below:

- Bus Lot from 7:30 am -8:45 am and 2:30 pm- 3:25 pm
- Front Loop from 7:30 am-8:45 and 2:30 pm -3:25 pm

PERSONAL ITEMS

The Linwood School and the Board of Education cannot be held liable for personal items that are brought to school and either lost or stolen. Items that do not belong in school due to the law, or safety/health reasons will be confiscated and will only be returned after the police are consulted and parents contacted. Examples of items prohibited by law include penknives, firecrackers, water guns and toy weapons.

Students who bring electronic devices to school do so at their own risk and the school is not obligated to conduct investigations for such items if lost or stolen. Unapproved possession or usage of electronic devices will result in the device being confiscated and turned into the house center. Refusal to turn over an electronic device to a staff member will result in consequences according to school guidelines. For the first offense, the device will be returned to the student at the end of the day. For the second offense, a parent will need to come into the school and pick up the device. Any inappropriate use of electronic devices will result in consequences according to school guidelines.

Some items should not be brought to school because they have no relationship with the academic events of the school day and may be disruptive to learning. These items include but

are not limited to the following: **toys, trading cards, toy guns, water guns, dolls, action figures, toy cars, legos, balls, skateboards, scooters, hoverboards, sneakers with wheels, street rollers, etc.** Items like laser pointers can be a health hazard and are banned from Linwood School.

PROJECT LEAL

Parents who need to send their children before 8:00 am should make arrangements for supervision in the AM LEAL program provided by the municipal Department of Parks & Recreation. Please call North Brunswick Township for more information at: 732-247-0922 ext. 475 or visit them online: <http://www.northbrunswickonline.com/Leal.html>.

PUPIL RECORDS AND PHOTOGRAPHS

Parents/guardians have the right to prohibit the release of pupil directory information (pupil's name, address, telephone number, grade level, date and place of birth, dates of enrollment, participation in officially recognized activities and sports, awards received, teams and other similarly non-intrusive specific information), and the use of student photographs for local newspapers. **To do so, you must notify the Principal in writing.** You also have rights concerning maintenance, access to, destruction, review, transfer and preservation of pupil records. Copies of applicable federal and state laws, Board policy and administrative regulations will be made available on request.

R&R (READ AND REVIEW) *6th grade only

R&R is a time at the beginning of the day when students may gain help and access to teachers. This is not a teaching period but a briefing period that allows for students to go to teachers for clarification and direction. R&R is also a time when students may make up assignments and complete their homework. Each teacher maintains an individual R&R schedule and every student is assigned an R&R period. School rules are enforced just as if it were an academic class.

STUDENT SOCIALS

Student Socials are a privilege for students and subject to school policy and rules. Below are the rules and regulations involved with attending Student Socials:

- Students must present their Linwood ID to be admitted to Socials. No outsiders allowed.
- School Dress Code will apply to all student socials.
- Tickets will only be sold during homerooms and/or lunch periods, not at the door. The students should enter at the Lion House Center entrance.
- A signed permission slip by parent/guardian will accompany ticket payment. A ticket will not be sold without this signed permission slip.
- Parents are required to pick up their child within 15 minutes of the end of the student social. Failure to do so may result in exclusion from future events.
- Students engaged in inappropriate conduct at student social will first receive a “time out” warning; a second warning will result in a phone call to the student’s parent/guardian and the student being sent home.
- Any students absent/suspended from school the day of the social will not be allowed to attend.

TARDINESS

Students are considered tardy or late to school if they enter the building after the late/homeroom bell (regular schedule is 8:30 am) has rung. Tardiness is recorded on your child’s permanent record and is reported to the New Jersey Department of Education.

A student who arrives late to school must report to the security desk located outside the main office where he/she will fill out a Late to School Form documenting the reason for their lateness and a late pass will be issued.

Students who ride buses will not be penalized if their bus is late to school. When the school bus arrives late, those students will proceed directly to their classrooms and will NOT be counted as tardy.

Frequent unexcused tardiness will result in parent notification as well as possible consequences. Legal action may be instituted in cases of excessive tardiness.

Students will not be penalized for an excused lateness. Examples of an excused lateness include medical appointments with a note from the physician, legal proceedings with documentation, and religious obligations or family emergencies with a parent note. All parent notes should include daytime telephone numbers.

TITLE IX

In accordance with Title IX, the school district does not discriminate in its educational programs or employment practices. For administrative procedures related to a grievance under Title IX, contact the Superintendent of Schools at 732-289-3000.

TRAFFIC AND SAFETY

Please observe parking restrictions around the school. Traffic congestion could be an issue around our building so please drive slowly and pay attention to pedestrians and street signs-especially during inclement weather. School buses and vans have priority and must have immediate access to the building.

TRANSFERS

If you plan on transferring your child to another school district, please notify the office at least one week in advance. You will need to provide your new home address and the name of the new school and school address, so that the transfer card and appropriate papers can be prepared for you in a timely manner.

VIDEO SURVEILLANCE

In a cooperative grant between the North Brunswick Township Board of Education, the North Brunswick Township Police Department and the Department of Homeland Security, Linwood School has over 40 security cameras to assist in student management. The cameras are a tool in order to research incidents as well as to accurately confirm management issues that take place during the school day. Ultimately, the cameras have been installed to ensure your safety.

Please be aware of the following regarding the video surveillance system:

- A video surveillance system will be used after other measures of deterrence or detection have been considered and rejected as unworkable.
- Efforts have been made to ensure that the design and the operation of the video surveillance system minimizes privacy intrusion to that which is absolutely necessary to achieve it's required lawful goals.
- Any information obtained by way of video surveillance systems may only be used for the purposes of continuing to ensure student safety. Information should not be retained or used for any other purposes.

- To ensure the safety of all our students, parents/guardians will **not** be able to view Linwood School's surveillance video.

VISITORS/VOLUNTEERS

- All visitors/volunteers are required to report to the security desk at the front entrance, show picture identification and sign in. Visitors/volunteers should obtain a visitor's pass, which must be worn at all times in the building.
- Adults who want to tour the building must schedule appointments through an administrator (after-school hours).
- Students may not bring a friend or family member to school to spend the day.
- Anyone in the building without proper authorization shall be considered a trespasser and appropriate action will be taken.
- Former students/NBTHS students are not permitted to visit Linwood School without prior approval from administration.

WALKERS

Students who walk to school should be instructed to walk on sidewalks and to cross at corners where crossing guards are stationed. Students should avoid rides or contact with strangers and go directly home after school.

WATER BOTTLES

Students are allowed to carry water bottles with them to class, students are NOT ALLOWED to drink in class. All students must step outside the classroom in order to remove their mask to consume a drink of water. Water bottles must have a retractable or screw on top closure. Water bottles must only contain WATER!

WEAPONS

North Brunswick Board of Education policy and NJ State Law states "any item known to be a weapon or any item used in such a way as to intimidate or physically hurt another person is prohibited from being on school property or in school vehicles." (2C:39-1) In all cases, the item will be confiscated, the student possessing the item will be suspended, family will be contacted, and the police will be notified. Additionally, notification will be sent to the Superintendent of Schools and the Board of Education may convene a hearing to consider expulsion from school. Students will be disciplined for the possession of weapons as well as

imitation weapons. Students who engage in behavior away from school grounds that involve weapons or any conduct that constitutes a threat to the safety and well being of students and/or staff may be subject to disciplinary action.

CAFETERIA

BREAKFAST

Breakfast is available to all students through our food service (Chartwells). It is delivered in homeroom to students in the morning and is usually eaten in the homeroom during the first few minutes of the school day. Students wanting to participate in the breakfast program must have their parents or guardians fill out the appropriate forms and are encouraged to arrive early enough to complete their meal by the end of Homeroom. Please visit <https://www.nbtschools.org/page/food-services> for information regarding cost as well as free or reduced lunch plans. *For any further questions regarding breakfast please contact the Director of Dining Service -Adam Sawchak by telephone at 732-289-3014 or email: asawchak@nbtschools.org.

CAFETERIA

In the cafeteria, children are assigned to tables by their homeroom and are expected to behave in a calm, quiet and orderly fashion. The 5th grade lunch period is 45 minutes which includes 25 minutes for lunch and 20 minutes for recess. The 6th grade lunch is 30 minutes. Students are not permitted to leave the building for lunch and the school does not permit food deliveries to the school for students. All students who buy lunch are required to enter their PIN number. Recycling is mandatory – students are expected to place recyclables in proper containers. The following guidelines have been established in order to provide a safe and pleasant atmosphere.

- Arrive at the cafeteria on time. A pass from a staff member is required if a student is late for any reason.
- Lateness to lunch will result in consequences similar to those for being late to class.
- Enter quietly and sit in your assigned seat. These assigned seats are established at the beginning of the school year.
- The staff supervising lunch will call students up to get on the lunch line.

- All jackets, coats, etc. will be left at the student's cafeteria seat when the students are called to the lunch line.
- Cutting in line is not acceptable.
- Students must stay in their seats and request permission (via hand raising) if they wish to leave their seat to dispose of garbage or to use the bathrooms.
- Tables must be kept clean. Students are responsible to pick up their own trash and discard it properly in appropriate trash/recycling receptacles.
- Leave promptly when dismissed (use the doors marked exit) and proceed immediately to your next class.
- School rules regarding safe movement, use of proper language and manners, and respect for others will be consistently maintained in the cafeteria.
- Failure to follow directions will result in disciplinary action.

FREE AND REDUCED PROGRAM 2021-2022

For Food Services- Breakfast and lunch- all students will receive free meals for the 21-22 school year. Parents are encouraged to still complete a free/reduced application as there are other benefits that come with being free or reduced via an electronic application found on the website. Any mention of fees for breakfast/lunch can be removed for this upcoming school year.

LUNCH

Students may either buy food or bring their lunches from home. *For any further questions regarding lunch please contact the Director of Dining Service -Adam Sawchak by telephone at 732-289-3014 or email: asawchak@nbtschools.org.

RECESS

Whenever weather permits, 5th grade students will go outside for recess. Students will bring necessary clothing outside and will not be permitted to return to classrooms once lunch/recess has begun. Food and drink are not permitted outside. Weapons are never permitted anywhere in the school or on the campus. Good sportsmanship is expected at all times. Any equipment brought to the playground from the classroom must be used responsibly. Courteous respectful play is always expected. **Games involving body contact such as wrestling, touch football, tag, tackling, piggyback rides, etc. are not permitted.** Students must keep within the boundaries of the playgrounds.

RECESS RULES

- Students will show respect for others and settle their differences peacefully using conflict resolution strategies. Physical fighting will not be tolerated.
- Students will not call each other names, use unacceptable language or racial slurs, or tease each other.
- Students will follow supervising staff's instructions the first time they are given.
- Students will stay in designated recess/assembly areas unless they have written permission from a teacher. Students must obtain a bathroom or nurse pass to leave the playground area during recess.
- Students will stay within playground boundaries, keeping away from puddles and snow.
- Students will not pick up stones, sticks, or other dangerous objects.
- Students will adhere to their scheduled times for the use of the playground areas.
- Students are responsible for their belongings, including trash. Gum and candy are not permitted on the playground. Students will take care of any equipment loaned to them.
- Students will stop playing and line up by homeroom when directed by supervising staff on duty.

RECESS CONSEQUENCES

Consequences for failing to follow recess rules:

- You might have to stop playing and write a reflection about the broken rule. This will go on a special form that will be kept on file in the office.
- Your parents/guardian may be contacted.
- You may be sent to the house center for any serious infractions or repeat offenses.
- You may lose all or part of your playground privilege for one or more days depending on the rule broken.

ACADEMICS/INSTRUCTION

CHILD STUDY TEAM

Child study team members shall include a school psychologist, a learning disabilities teacher-consultant and a school social worker. All child study team members shall be employees of a district Board of Education, have an identifiable, apportioned time commitment to the local school district and shall be available to provide all needed services during the hours students are in attendance. Each member of the child study team shall perform only those functions that are within the scope of their professional license (where applicable) and certification issued by the New Jersey Department of Education.”6A:14-3.2.

Our child study team case manages students by coordinating the development, monitoring and evaluation of the effectiveness of the IEP. The case manager shall facilitate communication between home and school and shall coordinate the annual review and reevaluation process.

Classroom teachers who request assistance in supporting individual students or parents who seek assistance for their children can make a referral to this group of professionals through the I&RS team.

ENGLISH AS A SECOND LANGUAGE (ESL)

North Brunswick Township Schools offers assistance to students whose native language is other than English and have limited English language proficiency. The goal of the ESL program is to aid students in achieving fluency in the four domains of English (speaking, listening, reading, and writing) and to achieve the content described in the New Jersey Student Learning Standards.

GRADING for 6th grade only

Teachers distribute proficiencies that detail how grades are computed. Grades in all subjects will be given according to the following:

A+ = 98 - 100	C = 73 - 76
A = 93 - 97	C- = 70 - 72
A- = 90 - 92	D = 65 - 69
B+ = 87 - 89	F = 64 - Below
B = 83 - 86	I = Incomplete
B- = 80 - 82	M = Medically Excused
C+ = 77 - 79	P = Pass

It is the responsibility of the student to make up the work for an incomplete grade within ten school days. If the work is not satisfactorily completed within the time allotted, the incomplete will become an F. No grade of incomplete can be given for the fourth marking period. Teacher comments are recorded on report cards by codes which are explained on the card.

FINAL GRADE for 6th grade only

The letter grades earned each marking period are assigned the following quality points:

A+	4.3	B-	2.7	F	0
A	4.0	C+	2.3		
A-	3.7	C	2.0		
B+	3.3	C-	1.7		
B	3.0	D	1.0		

The final average is determined by totaling the quality in a given subject and dividing by the number of marking periods. For transfer students, grades from previous schools are computed in the final average.

GRADING for 5th grade only

Linwood School will issue **Standards Based Report Cards** to fifth grade students. Parents/guardians may visit this North Brunswick Township Schools website to obtain additional information regarding this initiative.

GUIDANCE

Each student is assigned a school counselor. School counselors serve as an avenue by which students may seek support, information, or assistance in regards to academics, social and emotional concerns. School counselors are also interested in helping students understand and help themselves with topics such as study habits, class work, course selection, career planning, school and family relationships or help with decision making. Sometimes the counselor may identify a difficulty before the student realizes it and will ask the student to come in and talk it over. In all cases the school counselors are interested in helping students make the best of their abilities, interests and ambitions.

HOMEWORK

At Linwood School, homework is expected to be completed by students sometime other than during their regular class periods. Homework may include: complete an exercise from a

textbook, read a passage or chapter, create an art project, practice a musical instrument, think through a problem, gather data, or study for a quiz or test. Each teacher's Google Classroom account contains information regarding homework assignments, quizzes, tests, long-term projects and due dates.

We believe that such homework should reinforce and extend learning experiences beyond the classroom by giving students an opportunity to practice recently learned skills, expand ideas and explore new ideas through overnight and long term assignments. Homework should help students learn to plan and use their time wisely, to work independently, to use good study skills, and to develop responsibility and self-discipline. Homework enables parents/guardians to have a more active role in their child's learning.

HOMEWORK MISSED DUE TO BEING ABSENT FROM SCHOOL

Students should take responsibility for obtaining and completing all homework assignments missed when absent. Every student should have the phone number of at least two homework buddies in each class. Homework buddies should be called if a student is absent from school for a day or two, or if a student is in school but either forgot or didn't understand an assignment.

- If a student is unable to contact a homework buddy or is too ill to complete an assignment, she/he will be given the same number of days as she/he was absent to complete the missed assignment (absent 2 days=2 days to make up the work).
- Long term assignments and work that was assigned prior to an absence should be submitted on the original due date.

If a parent anticipates that a student will be absent for more than two (2) consecutive days, the student's counselor should be contacted. The counselor will notify the student's team who will assemble a homework folder. If a counselor is notified early in the school day, all efforts will be made to gather the work by 3:15 pm. However, this is not always possible. If it is not available, parents will receive a phone call from the house center and it will be available the following day. Parents can pick up the folder from the school counselor or provide the counselor with the name of another Linwood Student who can deliver the work.

- Teachers are not required to submit homework in advance to students who will be out of school for an extended period of time due to reasons that the school cannot excuse (i.e., vacations).
- Parents/students are expected to contact teachers or refer to homework websites during vacation in order to have assignments complete upon their return to class.

HONOR ROLL

Only 6th grade students are eligible for placement on the school Linwood Honor Roll. Students must achieve grades of “B-” or better in all subjects in order to be placed on the Linwood Honor Roll. All “A’s” will entitle the student to be placed on the Linwood High Honor Roll. The Linwood Honor Roll is published at the end of each trimester.

INTERVENTION AND REFERRAL SERVICES (I&RS)

The purpose of an ideal I&RS process is to implement strategies to help a student succeed in general education before a possible special education referral, with the rationale that adjusting instruction may result in student progress in the general education setting.

The Linwood School has an intervention and referral services (I and RS) team for each “team” of students. I&RS members include a general education teacher, a school administrator, school counselor, and a special education teacher who meet regularly to assist students who are experiencing learning, behavioral, or health difficulties by acting as a resource to the classroom teachers.

The I&RS process can be initiated by a parent or by a faculty member and begins with an informal gathering of pertinent information. Once a determination is made that an I&RS referral is appropriate, parents and team members collaboratively meet to collect information, identify the needs of the student, develop and implement an action plan, and then monitor the progress of the child.

LIBRARY MEDIA CENTER (LMC)

Students may use the library during homeroom to borrow and/or to return books. Students must have a written pass and their ID card with a barcode in order to borrow books.

PHYSICAL EDUCATION

Students participate in a regularly scheduled physical education program. Students are required to wear sneakers in order to participate. **Roller-skate/sneaker** combination shoes are not permitted.

Excused from Physical Education

- Parents may excuse students from physical education for only one or two days. The note should include the reason for the excuse and should specify the number of days.
- The nurse may also excuse students from physical education. Physical education teachers may issue a pass to the nurse for medical excuses.
- Students excused by a doctor for a long period of time, must present a doctor's note to re-enter physical education.
- Students excused by the doctor may be asked to move to an alternate location during gym class.
- Students excused from physical education may not simultaneously participate in interscholastic or intramural sports.

PLAGIARISM

Plagiarism is considered a form of stealing as well as cheating; plagiarism is an unlawful act requiring counseling and self reflection. This includes cheating on assessments, copying assignments and plagiarizing work from any other source. Parents will be notified, the student involved will be referred to his or her guidance counselor for counseling and self reflection. The student must complete and resubmit the assignment for a grade that will be adjusted as per teacher prerogative.

TEXTBOOKS AND SCHOOL LIBRARY BOOKS

Textbooks and other school books/materials are on loan to students by the North Brunswick Board of Education. Students are expected to return them in good condition. Teachers will keep a record of all books loaned to pupils in regards to condition and number. The student's name, and the condition of the book must be entered on each book's flyleaf when distributed. Fines are to be assessed to students for any textbooks or library books lost or misused. Teachers will ensure that students assume the responsibility for book care by teaching them methods of protection (e.g., book covers, discarding inserted papers) and potential fines or replacement costs. If a textbook is lost, teachers should provide another book for the student. Fines will also be issued for lost school library books; students who still owe a book fine may become ineligible for school functions.

THE SIX PILLARS OF CHARACTER

The Six Pillar of Character traits are used within Linwood School's CHARACTER STRONG program to help instill a positive school climate and a culture of kindness, making schools a safe environment for students to learn. Below are The Six Pillars of Character traits:

TRUSTWORTHINESS

Be honest in communications and actions • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country • Keep your promises

RESPECT

Treat others with respect and follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

RESPONSIBILITY

Do what you are supposed to do • Plan ahead • Be diligent • Persevere • Do your best • Use self-control • Be self-disciplined • Think before you act • Be accountable for your words, actions and attitudes • Set a good example for others • Choose a positive attitude • Make healthy choices

FAIRNESS

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

CARING

Be kind • Be compassionate and show you care • Show Empathy • Express gratitude • Forgive others and show mercy • Help people in need • Be charitable and altruistic

CITIZENSHIP

Do your share to make your home, school, community and greater world better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

BUS TRANSPORTATION

BUSES

Students are assigned a bus by the transportation office and may not ride on any other bus without consent by the transportation officer. Students will be assigned a seat after the first few days of school. Students should remain seated and quiet in this seat for the duration of the bus ride. The bus driver is, at all times, in full charge of his/her bus. Disobedience to his/her bus driver's direction may result in the suspension of privileges to ride the bus to and from school.

Students should be at their designated bus stop 10 minutes before the pick up time each day. Concerns regarding transportation should be directed to Mr. Ray Kuehner at 732-289-3026. Students who miss their regular bus or the late bus must report immediately to the office, and contact a parent or guardian. If a parent or guardian cannot be reached, they must have the secretarial staff in the main office contact their assistant principal.

For the protection of all our bus students, the Board of Education adopted new policies for transportation. Parents/Guardians must follow these procedures for any changes in transportation:

1. Go to the transportation office in person,
2. Show photo id,
3. Complete and sign a release for listing details for the request

*Phone calls will not be accepted to make transportation changes.

BUS DISCIPLINE PROCEDURES (school policies are in effect from home to school)

The safety of each student at our bus stops and on our school buses is of utmost importance. The law permits the school administration to deny bus transportation privileges if a student's conduct warrants such action. If transportation privileges are denied, it becomes the responsibility of the student's parents to see that he/she arrives at school.

Proper behavior is expected on school buses at all times, including field trips or bus rides for extra-curricular activities. Behavior that is deemed inappropriate or dangerous will result in school consequences.

TECHNOLOGY

AUTHORIZATION TO USE DISTRICT TECHNOLOGY

All student users of district technology resources, in grades 5 through 12, must acknowledge, through their signature, that they have received and read the Technology Use Guidelines. These guidelines are part of each school's student handbook. Signature receipts will be kept on file at each school and will authorize the student to use the district's resources. In addition, all students in grades 5 through 12 under the age of 18 must also have a parent/guardian sign the receipt. For students in elementary schools reference will be made to the technology use guidelines in the parent handbook. Parents may obtain a copy of the guidelines from their respective elementary schools.

DISTRICT GUARANTEES

The district does not issue a warranty for the Internet services it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors.

NETWORK ETIQUETTE AND CHILD SAFETY

All users must conform to etiquette and safety guidelines generally accepted by the computer community at large. This includes the use of polite language when communicating electronically. Users must also be aware that electronic mail is not private and may be subject to screening by system operators. All documents developed and/or sent or received via e-mail by any user must be identified as belonging to that user. Anonymous documents are

prohibited, and if detected, will be purged, and the student may be subject to disciplinary action.

Users must never reveal personal information about themselves or others. This includes age, home addresses, and home telephone numbers. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.

We acknowledge that there is some material accessible via the Internet that may be offensive, defamatory, graphic, inaccurate, illegal, or otherwise objectionable. However, we agree that the school and district shall not be held liable for any objectionable materials a student may encounter. It is the student who holds sole responsibilities for his or her conduct on-line, for any materials accessed through the Internet, and for any costs incurred as a result of negligent use of network resources.

POLICY VIOLATIONS

Any user who violates the policy of the North Brunswick Township Public School District, whether or not they have signed the Technology Use Guidelines Agreement, will be subject to disciplinary action which may also include legal action. This includes school disciplinary actions, suspension of user privileges, criminal prosecution, and monetary restitution for damages that may have occurred.

PROHIBITED USES OF DISTRICT TECHNOLOGY

- All users of the district's technology resources must adhere to the following prohibitions:
- Using the district's technological resources for non-educational purposes, including the development of bulletin boards and participation in chat groups.
- Using technology for illegal activities as outlined in federal and state law and network provider policies and licenses.
- Disrupting or damaging equipment, software, or the operation of the system.
- Vandalizing the account, work or data of another user.
- Gaining unauthorized access to another account, confidential school records, or the system operation.
- Utilizing another user's account or name.
- Using abusive or obscene language, sending hate mail or harassing another individual.

- Obtaining pornographic text, graphics or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus and hacking.
- Using technology for personal, financial or business gain.
- Installing software on any computer in the district.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending email using a fictitious name.
- Email broadcasting or spamming.
- Using technological resources in political campaigns in local, state, federal or school board contests.
- Game playing, including game playing across the network, except when it conforms to the curricular goals of the district.
- Printing non-educational material.
- All other activities that are deemed to be unethical, inappropriate, and/or illegal.

TECHNOLOGY USE GUIDELINES

The North Brunswick Township Board of Education has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the district. These resources include, but are not limited to:

- School-based computer networks
- District-wide computer networks
- Stand-alone computers
- Peripheral devices (laser disk players, videocassette recorders and players, televisions, telephones, scanners, printers)
- On-line services
- Internet access
- Licensed software, CD-ROM programs and videocassettes
- Databases of information compiled by the district

HEALTH SERVICES

NURSE'S OFFICE

All new students are required to have a physical and meet immunization requirements. Failure to comply with these requirements will result in exclusion from school. Students are not permitted to bring prescription or over the counter medication into school. If a medication is to be administered at school a parent/guardian must bring in the medication to the school nurse. All prescription medications must be in the original bottle with the label intact, showing the name of the child, the medication, dose and name of the physician.

Over the counter medications (Tylenol, antihistamines etc) must be provided by the parent in the original package with a clearly visible label. A written request from the parent/guardian, giving permission for the school nurse to give the medication to their child, (state the name, dose, time and reason) must accompany a written order from the prescribing physician before any non-prescription medication is administered. All medications must remain with the school nurse with the exception of asthma inhalers and medications used for life threatening allergies (EpiPen/ single dose of Benadryl). In this case a note from the doctor is required to carry and self- administer as needed. An allergy emergency treatment plan and asthma treatment plan must be on file.

A child who is ill the evening before a school day or that day must remain home until they are symptom free without the assistance of medication (Advil, Motrin, Tylenol etc) for a full 24 hours. The following conditions are examples that a child must remain at home: fever greater than 100 degrees, red throat/red throat with white patches, severe cough that is disruptive to the student and class, any questionable skin rash (doctor note is required to return stating that it is not contagious), vomiting/diarrhea and ear infections if complaining of pain.

If your child is sent home from school ill, they must remain home the following school day. They may not return to school until they are symptom free for a full 24 hours without the assistance of medication (Advil, Motrin, Tylenol etc).

Students who request to see the nurse must have a pass from the teacher. It is the responsibility of the parent/guardian to follow up on all first aid given at school and to make

arrangements to pick up their child. Please inform the nurse of any changes in health status and emergency contact information as soon as possible.

HOME INSTRUCTION

A student who is placed on a long term suspension out of school is eligible for home instruction beginning on the 5th day of the suspension. A student may also be eligible for home instruction if they are out for an extended period (more than 10 days consecutively or 15 days total) and a doctor's note is written for home instruction. Please see the nurse for questions regarding medical home instruction.

INSURANCE

The Board of Education provides the opportunity for families to purchase school insurance. Enrollment forms are sent home each fall at the beginning of the year. During Open House there will be a session on filling out forms.

CONDUCT AND DISCIPLINE

AFFIRMATIVE ACTION POLICY

The Board of Education is committed to continuing to comply with anti-discrimination laws and regulations. Students and teachers have the right to an environment free of discrimination based on race, color, creed, religion, national origin, ancestry, age, marital status, sexual orientation or sex, social or economic status, or disability.

If you feel your child is being discriminated against, you should contact the district's Affirmative Action Officer, Ms. Amy Rumbo, at the Board of Education office.

The Linwood School is handicap accessible and complies with all federal regulations as outlined in the Americans with Disabilities Act. Parents of students with disabilities who feel their child needs accommodations should contact the school principal or ADA/504 Officer.

DISCIPLINE

The Linwood School Code of Conduct is designed to assure a safe and orderly environment where all members of our learning community can work and study with dignity and respect. It is expected that students will respond appropriately and with respect to all adults who work

at Linwood School. Behavior is a choice; there are no excuses for a poor behavioral choice. Students are expected to be responsive to the direction of all school personnel while on their way to and from school, during the school day, and at all school sponsored activities. Any violations of the school's code of conduct may result in disciplinary consequences. Examples of these consequences include detention at lunch, in or out of school suspension, expulsion from school, placement in an alternative punitive program and police complaint. Students who have been suspended, in or out of school, or have been placed in an alternative punitive program are excluded from all co-curricular activities during the suspension or duration of that alternative placement.

HARASSMENT, INTIMIDATION, BULLYING, HAZING, CYBERBULLYING AND INTERNET SAFETY

The North Brunswick Board of Education prohibits acts of harassment, intimidation, bullying and hazing. A safe and civil environment in school is necessary for pupils to learn and to achieve high academic standards. Harassment, intimidation, bullying and hazing, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate pupils in a safe environment. Consequences and appropriate remedial actions for student behaviors that are considered to be acts of harassment, intimidation, bullying and hazing will be taken in accordance with district policy.

"Harassment, intimidation or bullying" means any gesture, written, verbal, or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- Is motivated by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristics; and
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Hazing is defined as a "willful act occurring on or off school property, directed against a member or prospective member of a school sponsored team or organization that endangers

their mental or physical health or safety for the purpose of initiation, admission into, or continued membership on any such team or activity.”

Cyberbullying can be defined as sending or posting harmful or malicious messages or images through email, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing all stakeholders, since it has a direct impact on students but often occurs away from school property. All information regarding cyberbullying can be forwarded to the North Brunswick Township Police for possible prosecution. Examples of cyberbullying includes, but is not limited to: 1) sending cruel, vicious or threatening messages; 2) creating web sites that contain stories, cartoons, pictures, and/or jokes ridiculing others; 3) posting pictures of classmates online with intent to embarrass them; 4) breaking into an email account and sending vicious or embarrassing material to others; 5) engaging in IM to trick another person into revealing sensitive or personal information and forwarding that information to others; 6) taking a picture using a digital phone camera and sending that picture electronically to others without consent

Internet Safety has become an issue. To protect yourself: 1) never give out your passwords or PIN numbers; 2) choose a username that friends will recognize but strangers won't; 3) don't post pictures of yourself that can be copied and pasted easily; 4) do not respond to "spam."

Consequences for hazing violations may range from individual suspension from the activity or program to the cancellation of an athletic schedule or activity, depending on the magnitude of the incident and number of students involved. Consequences for hazing violations brought to the attention of the administration after the season may be applied to subsequent participation, athletic awards, or athletic probation. The athletic director and principal will determine consequences. Apparent permission or consent by a student being hazed doesn't lessen these prohibitions or sanctions.

The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Principal, Dean or a faculty/staff member. Pupils are required to conform to reasonable standards of socially

acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff.

LINWOOD BEHAVIOR CONSEQUENCES

The goal of a consequence is to teach a student to make an appropriate behavior choice. To provide Linwood students with the consistency that is needed, the administrative team has developed an incremental system of consequences for the most common inappropriate behaviors. However, as educators, it is imperative that we determine the best course for each student and each situation by considering all factors that will positively impact that student's future behavior choices. There will be occasions when, after analyzing a situation, an administrator will assign a consequence that is a modification of the incremental system of consequences. An analysis of an individual student's actions and behavior choices may warrant a consequence that is either more or less severe. Regardless of the consequence, the goal is to help students make better behavior choices. Grades are not lowered because of bad choices and students are required to complete assignments, regardless of the reason they are absent from class.

The following are to be considered as guidelines and may be modified depending on specific circumstances. Obviously, all possible inappropriate behaviors cannot be listed. Repeated, serious behavioral offenses may result in more severe punishments or penalties including referral to the Board of Education for an expulsion hearing. Therefore, the administration reserves the right to address each incident on an individual basis. Community service may be assigned to a student in lieu of a consequence at the discretion of the Administrator.

Tier 1-Classroom Inappropriate behaviors handled in the classroom.	<ul style="list-style-type: none">● Not following directions● Excessive talking● Name calling● Interrupting● Disrupting Instruction● Late to class● Other	<ul style="list-style-type: none">● Parent contact● Student reflection● Reteach behavior● Conference with student● Teacher lunch detention● Community Service● Other
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<p>Tier 2-Counselor</p> <p>Intervention handled by the counselor.</p>	<ul style="list-style-type: none"> • Rumors/gossip • Teasing • Inappropriate gestures • Taunting/mockng • Inappropriate Language • Inappropriate bathroom behavior • NonCompliance/Defiance • Disrespect • Other 	<ul style="list-style-type: none"> • Parent contact • Student conference • Student reflection • Behavior intervention plan • Community Service • Administration intervention • Other
<p>Tier 3-Administration</p> <p>Intervention due to seriousness of the offense</p>	<ul style="list-style-type: none"> • Fighting on school grounds/building • Hitting/Pushing/Kicking • Fragrant Disrespect to any building staff • Profanity/Offensive language • Throwing food in cafeteria • Excessive lateness to class • Cutting class, lunch or other school activity • Cutting teacher detention • Weapons • Leaving school grounds without permission • Harassment,Intimidation and Bullying • Stealing, gambling,forgery • Smoking/vaping • Smoking/vaping paraphernalia is prohibited • Throwing dangerous objects • Bullying • Destroying/defacing/vandalizing school property • Possession of unlawful item • Assaulting another student or staff member 	<ul style="list-style-type: none"> • Conference with student • Parent contact • Parent Conference • Community Service • Lunch Detention • Office Detention • In-School Suspension • Out of School Suspension • Other

LUNCH DETENTION

The consequences for misbehavior in the classroom or cafeteria may result in a lunch detention. Students who are unable to follow the rules may be assigned a lunch detention in

place of recess. Moreover, they may be excluded from the cafeteria for a specific time, consuming lunch in a supervised area devoid of other students.

OFFICE DETENTION

The school reserves the right to assign students detention. Sometimes students are detained for make-upwork, extra help or disciplinary reasons. Detention may be assigned to students who are tardy. Parents will be informed should this be necessary.

DAY OF REFLECTION (In School Suspension)

Day of Reflection (School Suspension) is reserved for serious transgressions. Suspension from school or the school bus is to be considered as a severe sanction that can be imposed by an administrator. All other avenues will be tried first before suspension will be enacted, or the offense has to be such that the student has materially or substantially interfered with the maintenance of good order in the school, or it is necessary to protect the student's physical or emotional safety and well being.